

2003 CLEAN WATER ACT RECOGNITION AWARDS

CATEGORY: BIOSOLIDS EXEMPLARY MANAGEMENT

DISCLAIMER

The following document provides guidance to EPA Regional and state permitting authorities as well as to municipalities, industries and the general public on how EPA intends to exercise its discretion in implementing the statutory and regulatory provisions that concern the Clean Water Act Recognition Awards. The guidance is designed to implement national policy on these issues.

The statutory provisions and EPA regulations described in this document contain legally binding requirements. This document does not substitute for those provisions or regulations, nor is it a regulation itself. Thus, it does not impose legally binding requirements on EPA, states, or the regulated community, and may not apply to a particular situation based upon the circumstances. EPA and state decision makers retain the discretion to adopt approaches on a case-by-case basis that differ from this guidance where appropriate. Any decisions regarding a particular facility will be made based on the statute and regulations. Therefore, interested parties are free to raise questions and objections about the substance of this guidance and the appropriateness of the application of this guidance to a particular situation. EPA will, and states should, consider whether or not the recommendations or interpretations in the guidance are appropriate in that situation. Where interested parties may disagree, EPA regions, states and headquarters should come to an agreement on how the guidance would be applied in those situations. This guidance is a living document and may be revised periodically without public notice. EPA welcomes public comments on this document at any time and will consider those comments in any future revision of this guidance document.

Office of Wastewater Management
<http://www.epa.gov/owm/intnet.htm>

February 2003

2003 CLEAN WATER ACT RECOGNITION AWARDS

**NOMINATION GUIDANCE FOR BIOSOLIDS EXEMPLARY
MANAGEMENT AWARDS CATEGORY**

INTRODUCTION

Clean Water Act (CWA) Section 501(e) and 40 Code of Federal Regulations (CFR) Part 105, establishes general requirements for the administration of the Environmental Protection Agency's (EPA) Clean Water Act Recognition Awards Program. This attachment provides specific application/nomination instructions, questionnaires and forms for the Biosolids Exemplary Management category of the awards program. These awards recognize excellence in all areas of municipal biosolids management, including outstanding operating projects, research, technological advances, public acceptability, and risk and cost reduction activities.

The very process of preparing a nomination package helps preparers focus on the relevance of their efforts and facilitates the spread of knowledge about the excellence of nominated activities so that others might benefit.

EPA encourages states and regions to implement local Biosolids Exemplary Management Awards Programs. These programs increase the opportunity for recognition, promote public understanding of good biosolids management at the local level, and emphasize the benefits and sound science behind exemplary management. Please note the current sub-categories and criteria that allow for the recognition of a broad spectrum of programs with sound management, effective communication to stakeholders, and community-friendly practices. The recognition offered by these awards is consistent with the National Biosolids Partnership Environmental Management System for Biosolids (EMS) which we encourage all biosolids managers to implement.

The following material describes the Biosolids Exemplary Management category for the CWA Recognition Awards in detail and provides guidance for preparing and submitting nominations. Please note that your nominations should be received in the EPA's Regional Offices by the deadline dates specified in this document so that your outstanding efforts can be considered for both regional and national competitions. The questionnaire, attachments and general information regarding the National Recognition Awards Program are also available at <http://www.epa.gov/owm/intnet.htm>.

The National Biosolids Exemplary Management Awards will be presented on Monday, October 13, 2003, at the Water Environment Federation's Technical Conference and Exposition (WEFTEC) in Los Angeles, California. At the same time, recognition will also be made for outstanding operations and maintenance, pretreatment, storm water management and combined sewer overflow control program categories.

2003 Clean Water Act Recognition Awards

Category: Biosolids Exemplary Management

AWARD SUB-CATEGORIES

Nominations will be accepted for recognition of excellence in a wide range of activities that have stimulated the exemplary management of municipal biosolids. National awards may be presented in the following sub-categories:

- Operating Projects (large & small). Outstanding, full-scale, exemplary management technologies.
- Technology Development Activities. Significant technological improvements developed and fully proven at the operational level; these may be pilot or full-scale activities.
- Research Activities. Studies that have substantially contributed to an improved understanding of biosolids management practices, reduced risks and costs, improved public acceptance, and/or have advanced the technology.
- Public Acceptance Activities (municipal & others). Significant local, regional, and national activities that have increased public acceptance of biosolids management practices.

NOMINATION AND AWARD INFORMATION

- Nominations for awards may be submitted by anyone including the nominee, EPA regions, states, WEF member associations, municipalities, consultants, researchers, or both individuals and groups from private as well as public organizations.
- As nomination packages are prepared, it is important to tell the story in a manner that clearly shows the benefits of exemplary management, including how the activity reduced public concern. This information can often be utilized locally in press releases, brochures and other outreach activities.
- Previous first-place winning projects or activities have a five-year wait period before being considered as candidates for the same award category. However, second place winners can reapply after a one-year wait to try for first place in the same award category. A compilation of previous national biosolids awards winners is included in Appendix A. Unsuccessful nominees for awards may re-apply the very next year. Persistence has paid off for many nominees who have won awards after several years of attempts and improved nomination packages.
- Check with your regional EPA office for any details about a possible local awards competition in your state.

2003 Clean Water Act Recognition Awards

Category: Biosolids Exemplary Management

- For consideration in the National Recognition Awards Program, completed nomination packages (see specified format page 7) should be received in duplicate by the EPA region in which your activity/project is located (page 10).
- The tentative regional deadlines for receipt of nominations are shown on page 10. Important--Please check with the appropriate Regional Office contact (page 11) for any region-specific nomination guidance and for that region's final submission deadline.
- Nominations will be considered for state and regional awards (where applicable) as well as national awards. Regions will forward one copy of each qualified nomination package to EPA headquarters by the **May 30, 2003**, national deadline.
- Nomination packages (received for the national competition) will be reviewed by a committee consisting of representatives from EPA, Water Environment Federation (WEF), and other groups using the evaluation criteria (see page 5) during July 2003. The committee recommends winning activities to EPA which, in turn, will make final selections. State and EPA Regional Offices (where applicable) will also review the nominations for a separate competition in their region. Because the national and regional award programs involve separate review committees and because all qualified nominees may be considered in both competitions, it is possible that winners in the national awards program may differ from the regional award winners.
- Nominated activities may sometimes be chosen for special recognition rather than a sub-categorical award.
- Winning projects must be in full compliance with applicable local, federal and state environmental regulations. EPA's regional and headquarters compliance offices will review the panel's recommendations before winners are announced.
- EPA expects selection and notification of national award winners by **August 1, 2003**.
- National awards will be presented on Monday, October 13, 2003, during the WEFTEC Annual Conference in Los Angeles, California. Because of fiscal constraints, EPA is unable to pay for travel to the awards program. While we hope that winner representatives will attend the National Recognition Awards presentation in Los Angeles, other arrangements can be made to present awards to winners unable to attend.
- Articles describing national award winning biosolids management activities will be published in WEF's *Water Environment and Technology* magazine. Subsequent publications describing those regional and national activities will be encouraged. Photographic prints and analyses of both winning and non-winning entries will be used in

2003 Clean Water Act Recognition Awards
Category: Biosolids Exemplary Management

EPA publications that encourage exemplary biosolids management practices. Please send photographic prints, negatives or CD's. Color copies are not suitable.

EVALUATION CRITERIA

The Biosolids Exemplary Management Award candidates will be evaluated against the following criteria:

FOR OPERATING PROJECTS [Two Sub-Categories: (1) ≤ 5 dry tons per day {DTPD} and (2) > 5 DTPD] (Note: This sub-category is based upon the actual average daily biosolids production and not the design capacity.)

- Sustained, full-scale, proven operation over several years.
- Consistent, cost-effective operation.
- Public acceptance.
- Compliance with applicable federal, state, and local regulations.
- Reduced risk.
- Conservation of natural resources (e.g., nutrients, organic matter, and energy) and control of pollutants and nuisances like odor, dust and traffic.
- Excellence in project management, and particularly management that fosters close communication and coordination among all biosolids stakeholders including the generator, end-user where applicable, project neighbors and the public.

FOR TECHNOLOGY INNOVATION OR DEVELOPMENT ACTIVITIES

- Sustained excellence in advancing our knowledge of technologies that manage biosolids (e.g., improved design criteria or operational practice).
- Technology with potential for use elsewhere across the country.
- Operational proof of performance.
- Resolved previous biosolids management or utilization problems and have helped gain public acceptance.

2003 Clean Water Act Recognition Awards
Category: Biosolids Exemplary Management

FOR RESEARCH ACTIVITIES

- Greatly improved our understanding of the environmental effects associated with biosolids management.
- Contributed substantially to development of improved design and operation.
- Generated key information for the development of improved biosolids regulations and guidance.
- Provided quality information from well-designed studies with wide applicability and statistical merit.

FOR PUBLIC ACCEPTANCE [Two Sub-Categories: (1) Municipalities; (2) All Others]

- Demonstrated increases in both public acceptance and public demand. The term "*public*" is meant to include regulatory agencies, agricultural organizations, water quality professionals, public health officials, environmentalists, academic institutions, and the news media as well as the general public. Indicators of "*demand*" include such factors as waiting lists and users paying for biosolids.
- Dedicated and successful individual and team efforts.
- Demonstrated willingness to share information and approaches for improving practices, reducing risks and thereby gaining public acceptance.
- Successful approaches for working with the press and other groups, explaining the benefits of the chosen biosolids management activity, cultivating and gaining allies, and disproving alarmist rumors that may arise.
- Excellence in local information transfer and training efforts that have made a positive local difference, (e.g., on-site demonstrations and collaborative efforts involving municipalities, citizens, universities, and others).
- Characterized by managers who work with all stakeholders to identify and utilize critical control points for ensuring sound management and community-friendly practices.

2003 Clean Water Act Recognition Awards
Category: Biosolids Exemplary Management

NOMINATION FORMAT

The information described in the Nomination Format should be supplied in the nomination package. The completeness of information provided and the manner in which the nomination addresses the Evaluation Criteria in both the Executive Summary and the text is especially important.

All nominations should be submitted in duplicate in the following format to the appropriate EPA Regional Office (see pages 11).

1. IDENTIFYING INFORMATION (See sample front page form on page 9.)

Name, address, affiliation, telephone and fax numbers, NPDES number (if applicable), and the spokesperson for the project or activity. Please also provide the name and addresses of your government officials so they may be notified should your nominee win an award.

2. EXECUTIVE SUMMARY (2 pages or less)

Describe the project or activity indicating the award sub-category for which the nomination is proposed and how you believe it meets the evaluation criteria.

3. FACILITY/ACTIVITY INFORMATION (4-5 pages)

Provide the following relevant information, if applicable, to adequately support the nomination.

- (a) Biosolids type, quantity (expressed as tonnage of dry solids processed per day, week or year), quality (nutrient and pollutant concentrations compared with Part 503 Table 3 pollutant concentration limits), processing information, and other details relevant to the exemplary management practice or activity. Be specific regarding the unit processes, including biosolids production and processing details. Account for the types and amounts of biosolids going to each beneficial use and/or disposal practice.
- (b) Duration and size of the project or activity; extent of ability to operate at design level; and cost and effectiveness information.
- (c) Description of the project monitoring program as it determines compliance; keeps the public informed of biosolids transport, use or disposal; evaluates performance; and helps modify practices.
- (d) Description of the contributions of the cooperating parties to the biosolids management project or activity.

2003 Clean Water Act Recognition Awards
Category: Biosolids Exemplary Management

- (e) Provision of sufficient information, including the National Pollutant Discharge Elimination System (NPDES) permit number if applicable for use to verify compliance with local, federal and state regulations.
- (f) Description of important project management activities that maintain and promote excellence and maximize the benefits of sound biosolids management, (e.g., hold down costs; improve biosolids quality; use a written code of good practice or other means to promote compliance with rules, manage nutrients and minimize odors and other nuisances; and promote acceptance via working with allies, press and the public).
- (g) Description of training activities that have improved operations, performance, and public acceptance.
- (h) Description of the effectiveness of the local pretreatment program that has resulted in better quality and easier management of biosolids.
- (i) Description of special innovative practices or activities.
- (j) Discuss how obstacles (technical, political, public acceptance, or other) have been overcome as a result of the nominated activity.
- (k) Give evidence of the enhanced benefits that have resulted from the activity, such as lower costs for biosolids management; lower energy consumption; fewer public health and environmental risks; greater national adoption of practice; improved public acceptance; and, where applicable, user payments for biosolids, enhanced soil properties, better crop productivity and quality, enhanced plant disease resistance, and increased demand for biosolids products.

4. ATTACHMENTS

Supporting materials may be attached and should include a short cover index page that lists the various supporting materials and gives about a 4- to 6-line description of each item.

Photographs of the activity are strongly encouraged. Actual photographic prints are preferred as they are best suited for publications. EPA and others would like to use your prints in publications that illustrate and provide greater recognition of your activity.

Note: Sheer bulk of information is not necessary or definitive. Be concise and attach items that truly substantiate the importance and relevance of the beneficial use project or activity. Please do not send materials that you wish to have returned to you. We do not return any material.

2003 Clean Water Act Recognition Awards
Category: Biosolids Exemplary Management

SAMPLE FRONT PAGE

I. Proposed Award Sub-Category _____

II. Facility/Organization Identification Name

a) Official Name and Address of Award Entity to be Engraved on Plaque
and Certificate _____

b) Type of Ownership _____
(e.g., corporate, private or public, university, group, etc.)

Zip Codes of Service Area _____
(used to notify US Representatives)

c) Contact Person Regarding the Nomination _____
Their Title, Address, Telephone and Fax No. _____

III. Award Notification

a) Name, Title, Address and Telephone and Fax Numbers of Local Officials
(e.g., Mayor, Authority Board President, Corporate President,
Department Chairman, etc.) of the person to be notified:

b) Federal and State Political Notifications

US Senators & Representatives (list names only) _____

State Governor's Name & Address _____

c) Other _____

IV. One Sentence Description

Lists the Most Significant Noteworthy Features of the Operation/Activity

2003 Clean Water Act Recognition Awards
Category: Biosolids Exemplary Management

TENTATIVE REGIONAL DEADLINES FOR NOMINATIONS

EPA Region	Tentative * Deadline Dates	States
<hr/>		
1	05-23-03	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
2	03-14-03	New Jersey, New York, Puerto Rico, Virgin Islands
3	05-23-03	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia
4	05-23-03	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
5	05-23-03	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
6	05-23-03	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
7	05-23-03	Iowa, Kansas, Missouri, Nebraska
8	05-23-03	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
9	05-23-03	Arizona, California, Hawaii, Nevada, American Samoa, Guam
10	05-23-03	Alaska, Idaho, Oregon, Washington

***These deadline dates for receipt of award nomination packages are tentative.
Please check with your Regional Office for verification.**

2003 Clean Water Act Recognition Awards
Category: Biosolids Exemplary Management

EPA REGIONAL CONTACT: (See List of States in Each Region, Page 10)

Region	Address	Contact	Telephone	E-mail
1	Office of Ecosystems Protection One Congress Street, Suite 1100 (CMU) Boston, MA 02114-2033	Thelma Murphy	617-918-1615 Fax: 617-918-1505	Murphy.thelma@epa.gov
2	Division of Enforcement and Compliance Assistance 290 Broadway, 20th Floor New York, NY 10007-1866	Alia Roufaeal	212-637-3864 Fax: 212-637-3953	Roufaeal.alia@epa.gov
3	EPA Water Protection Division 1650 Arch Street (3WP23) Philadelphia, PA 19103-2029	Jim Kern	215-814-5788 Fax: 215-814-2318	Kern.jim@epa.gov
4	EPA Water Management Division Sam Nunn Atlanta Federal Center 61 Forsyth St., SW Atlanta, GA 30303-8960	Jim Adcock	404-562-9248 Fax: 404-562-8692	Adcock.james@epa.gov
5	EPA Water Division (WN-16J) 77 West Jackson Chicago, IL 60604	John Colletti	312-886-6106 Fax: 312-886-7804	Colletti.john@epa.gov
6	Permits Section, Permits Branch Water Quality Protection Div. 1445 Ross Avenue (6WQ-PP) Dallas, TX 75202	Denise K. Hamilton	214-665-2775 Fax: 214-665-2191	Hamilton.Denise@epa.gov
7	901 North 5th St. (WWPD) Kansas Cith, KS 66101	Cynthia Sans	913-551-7492 Fax: 913-551-7765	Sans.cynthia@epa.gov
8	Biosolids Mgmt Program (8P-W-P) 999 18th Street, Suite 500 Denver, CO 80202-2466	Bob Brobst	303-312-6129 Fax: 303-312-7084	Brobst.bob@epa.gov
9	EPA Clean Water Act Compliance Office (WTR7) 75 Hawthorne Street San Francisco, CA 94105	Lauren Fondahl	415-972-3514 Fax: 415-947-3537	Fondahl.lauren@epa.gov
10	EPA NPDES Permits Unit 1200 Sixth Avenue (OW130) Seattle, WA 98101	Dick Hetherington	206-553-1941 Fax: 206-553-0165	Hetherington.dick@epa.gov

Also The Water Environment Federation
Contact: Attention: Technical & Educational Services
601 Wythe Street, Alexandria, VA 22314

703-684-2438 edemichele@wef.org
Fax: 703-684-2492

2003 Clean Water Act Recognition Awards
Category: Biosolids Exemplary Management